

Amended Schedules

This process shows the steps and screens required to file amended schedules. Please note Local Bankruptcy Rule 1009-A - Amended Schedules and/or Matrix:

“An amended schedule and/or matrix shall include all information for the schedule as amended - not just the newly added or revised information.”

STEP 1 Click the **Bankruptcy** hypertext link on the **CM/ECF Main Menu**.
(See Figure 1)



Figure 1

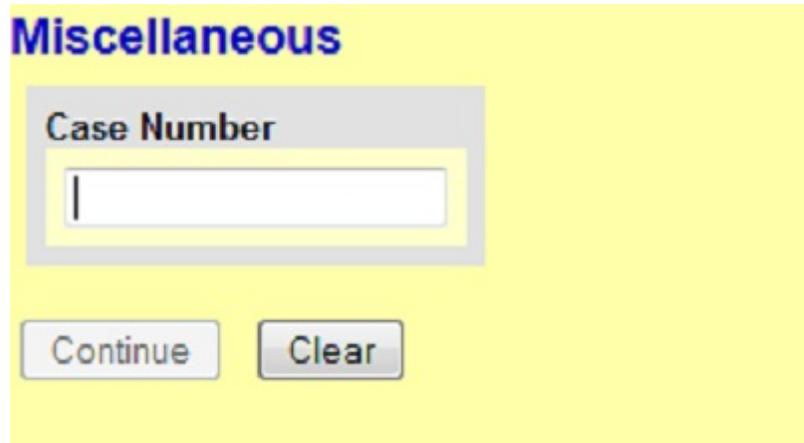
STEP 2 The **BANKRUPTCY EVENTS** screen displays.
(See Figure 2)



Figure 2

◆ Click on **Other Miscellaneous Events**.

- STEP 3** The **CASE NUMBER** screen displays.
(See Figure 3)



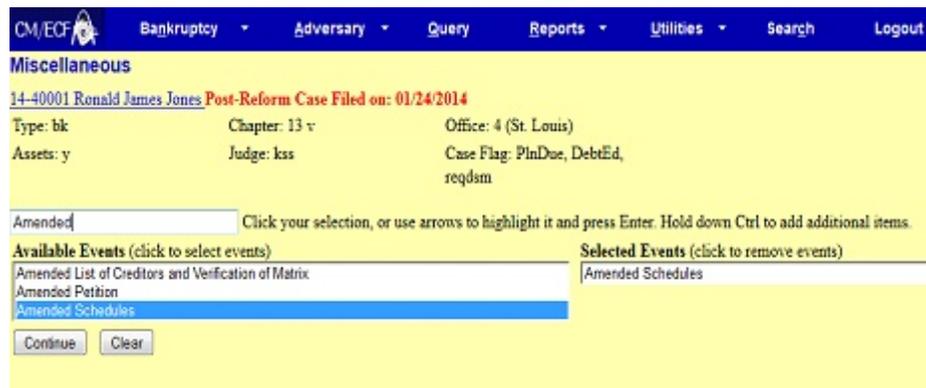
The screenshot shows a yellow background with the word "Miscellaneous" in blue at the top. Below it is a grey-bordered box containing the text "Case Number" and a white input field with a vertical cursor. At the bottom of the screen are two buttons: "Continue" and "Clear".

Figure 3

- ◆ Enter the case number, including the hyphen. YY-NNNNN
- ◆ Click **[Continue]**.

The **CASE INFORMATION** screen displays. Click **[Continue]**.

- STEP 4** The **DOCUMENT SELECTION** screen displays.
(See Figure 4)



The screenshot shows a web interface with a blue navigation bar at the top containing "CM/ECF", "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". Below the navigation bar is the "Miscellaneous" section. It displays case information for "14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014". The information is organized into three columns: "Type: bk", "Chapter: 13 v", "Office: 4 (St. Louis)"; "Assets: y", "Judge: kss", "Case Flag: PlnDae, DebtEd, reqdsm". Below this is an "Amended" input field with a dropdown arrow and a prompt: "Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items." Underneath are two columns of "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes "Amended List of Creditors and Verification of Matrix", "Amended Petition", and "Amended Schedules" (which is highlighted in blue). The "Selected Events" list includes "Amended Schedules". At the bottom are "Continue" and "Clear" buttons.

Figure 4

- ◆ Click on **Amended Schedules** to select it from the pick list of events.
- ◆ Click **[Continue]**.

STEP 5 The **SELECT THE PARTY** screen displays.
(See Figure 5)

Figure 5

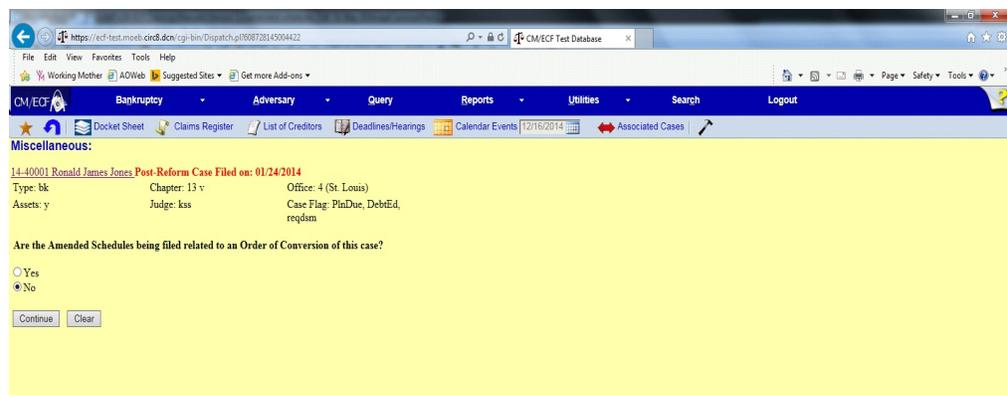
- ◆ Click to highlight the party filer name.
- ◆ Click **[Continue]**.

STEP 6 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 6)

Figure 6

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- ◆ To verify accuracy of the document prior to uploading, right click on the document name.
 - Select open from the drop down list.
 - Verify document contents.
 - Click the **X** in the upper right corner to close Adobe Acrobat.
- ◆ Click on the **Open** button or double-click the file name to select it.
- ◆ Click **[Continue]**.

STEP 7 The filer is then prompted to answer the question: Are the Amended Schedules being filed related to an Order of Conversion of this case?



The screenshot shows a web browser window with the URL <https://ecf-test.moeb.circ8.dcn/cgi-bin/Dispatch.pl?09872814500442>. The page title is "CM/ECF Test Database". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Miscellaneous:" and displays case information for "14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014". The case details are as follows:

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

Below the case details, the question "Are the Amended Schedules being filed related to an Order of Conversion of this case?" is displayed with two radio button options: "Yes" and "No". At the bottom of the form are "Continue" and "Clear" buttons.

Figure 7

- Answer Yes or No.
- Click **[Continue]**.

STEPS 8 - 10 The filer will then be prompted to answer the following questions:

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

Is the Memorandum required by Local Rule 1009 A a part of the pdf attachment(s)?

Yes
 No

Figure 8

- ◆ Answering No to this question will cause the event to stop from completing and prompt the screen in **Figure 9**.

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

This event was stopped based on your answer to the previous question. Pursuant to Local Rule 1009 A, a Memorandum must be filed with the filing of any Amended Schedule and/or Amended Matrix.

Figure 9

- ◆ Answering Yes to the question in **Figure 8** will prompt the screen in **Figure 10**.

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

Are the Amended Schedules filed being amended for one or more of the following reasons: Have you added or deleted Creditors, or have you changed a dollar amount on Schedule D,E,or F, or has a classification of a debt changed?

Yes
 No

Figure 10

- ◆ Answering Yes to the question in **Figure 10** will cause a fee to be charged with the exception of In Forma Pauperis cases.

STEP 11 The **SUMMARY OF SCHEDULES** screen appears. (See Figure 11.) Only change the amounts if by amending the schedules the total amount has changed. The total amount should be entered in the Summary of Schedules field, not the amended amounts.

The amounts entered in the Summary of Schedules screen should reflect the total amount for that statistical field not the amount that has been amended.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property			
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 12)			
Average Expenses (from Schedule J, Line 22)			
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

Continue Clear

Figure 11

STEP 12 The **ADD CREDITOR** screen appears. (See Figure 12.)

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk Chapter: 13 v Office: 4 (St. Louis)

Assets: y Judge: kss

Case Flag: PlnDue, DebtEd, reqdsm, APPEAL, DirApl, FeeDueINST, FeeDueBk

Add Creditor(s)

Name may be 30 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.

Name and Address

Creditor type Creditor

Creditor committee No Yes Entity

Continue Clear

Figure 12

◆ Click [Continue].

STEP 13 The **FEE** screen displays. (See Figure 13.)

Miscellaneous:

14-40001 Ronald James Jones **Post-Reform Case Filed on: 01/24/2014**

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PinDue, DebtEd, reqdsm

Fee: \$30

[Continue] [Clear]

Figure 13

- ◆ Click [Continue].

STEP 14 The **SCHEDULES AND STATEMENTS** screen displays. (See Figure 14.)

Check ALL applicable schedules and statements filing at this time.

- Memorandum per Local Rule 1009 A
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Summary of Schedules and Statistical Summary of Certain Liabilities
- Declaration Concerning Debtor Schedules
- Statement of Financial Affairs
- Statement of Intent
- Disclosure of Attorney Compensation
- Notice to Individual Consumer Debtor
- Matrix and Verification of Matrix
- Form 22
- Chapter 7 Notice of Amendment to Schedules to Add Creditors
- Chapter 11 20 Largest Unsecured Creditors

[Continue] [Clear]

Figure 14

- ◆ Check the box for all applicable schedules and statements being filed.

NOTE: If filing Amended Schedules which include an Amended Matrix & Verification of Matrix use Only the Amended Schedules Event.

- ◆ Click [Continue].

STEP 15 The **FINAL TEXT** screen displays.(See Figure 15)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

14-40001 Ronald James Jones Post-Reform Case Filed on: 01/24/2014

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: PlnDue, DebtEd, reqdsm

Docket Text: Modify as Appropriate.

Amended Schedules/Statements: Memorandum per Local Rule 1009 A, Schedule D, Schedule I, Schedule J, Fee Amount \$30 Filed by Debtor Ronald James Jones . (Schenck, Tina)

Continue Clear

Figure 15

- ◆ Verify the final docket text.
- ◆ **CAUTION!!** This is your last opportunity to change this event. Clicking **[Continue]** will submit this amended schedule to the database.
- ◆ If the final docket text is incorrect, click on your browser's **[Back]** button to find the screen to be modified.
- ◆ To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.
- ◆ If correct, click **[Continue]**.

STEP 16 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.
(See Figure 16.)

Docket Text: Final Text

Amended Schedules/Statements: Memorandum per Local Rule 1009 A, Schedule D, Schedule I, Schedule J, Fee Amount \$30 Filed by Debtor Ronald James Jones . (Schenck, Tina)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Continue Clear

Figure 16

NOTE: The electronic payments screen also now appears. This screen is covered in Step 17.

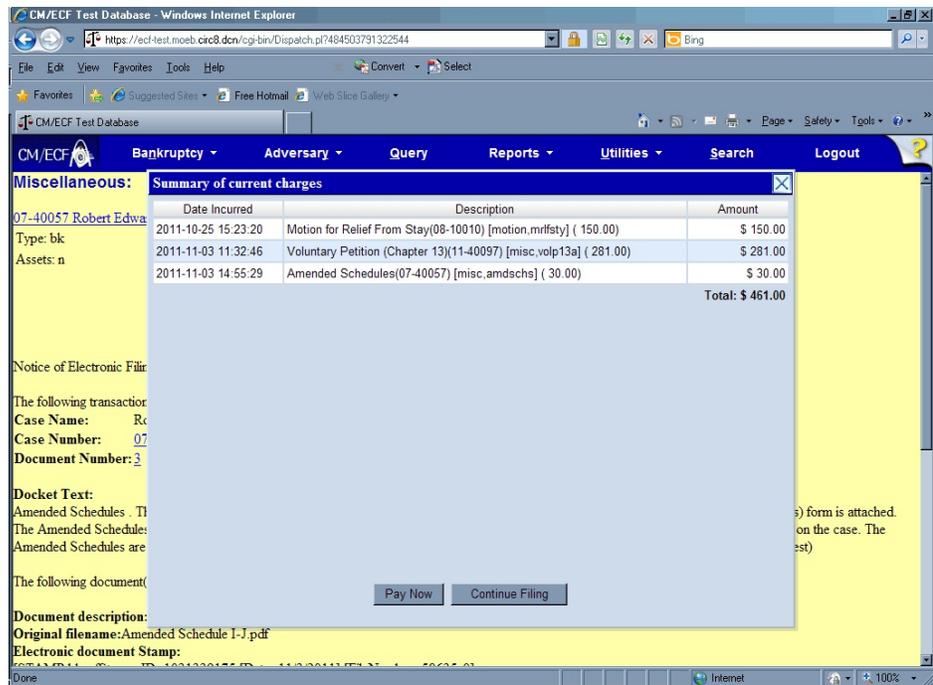
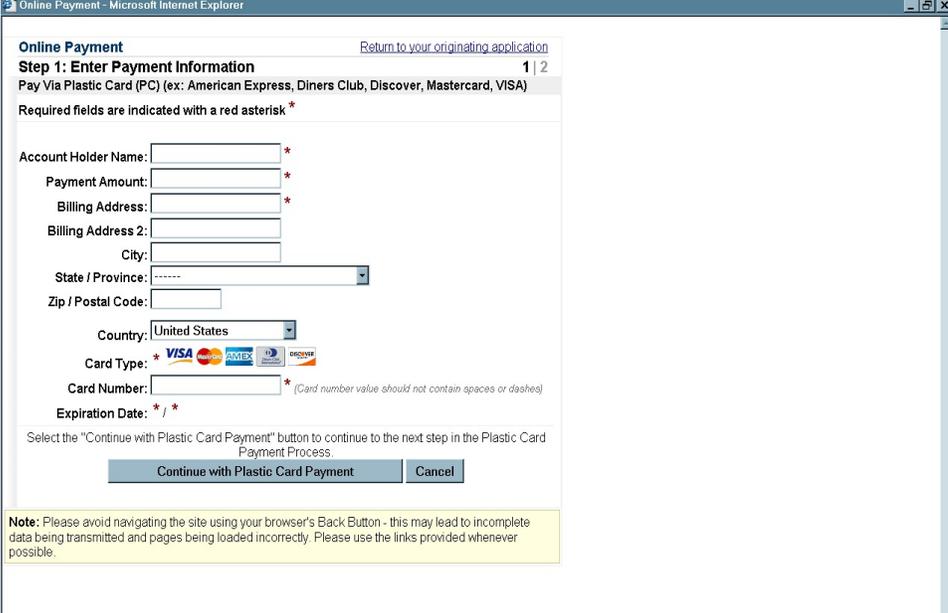


Figure 16

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court’s database.
- ◆ To print a copy of this notice, click on the browser **[Print]** icon.
- ◆ You may also save the notice through the browser **File/Save** option.

STEP 17 If the filed Amended Schedule required a fee, the electronic payments screen appears at the same time as the Notice of Electronic Filing screen. (See Figure 17.)



Online Payment - Microsoft Internet Explorer

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: *

Billing Address: *

Billing Address 2:

City:

State / Province: -----

Zip / Postal Code:

Country: United States

Card Type: *     

Card Number: * (Card number value should not contain spaces or dashes)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 17

If you choose Pay Now, the Online Payment screen appears. (See **Figure 17**.) See Administrative Procedures, Appendix 7-A, for On-Line Credit Card Attorney Manual.

If you choose Continue Filing, the Online Payment screen will be removed and reappear after future filings that require a fee.

Amended Schedules Do's & Don't's**Do's:**

- Provide an Amended Matrix in both PDF format and Upload (add) the New Creditors into the system.
- Remember to file a verification of matrix when amending the matrix or schedules.
- Provide an explanation of the reason for any amendment to the amended schedules or matrix. The explanation can be a memorandum or correspondence filed either as part of the PDF document for the schedules or matrix, or can be docketed as a separate memorandum or correspondence. Alternatively, the explanation can be made by simply enhancing the docket text with a brief summary of the change.

Don't's:

- Do not upload a duplicate matrix. Upload only those creditors newly added to the case or add through the event.